

Great Futures Start Here



BOYS & GIRLS CLUBS
OF UTAH COUNTY

Membership Handbook

For more information, visit the website at
BGCUtah.org

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Welcome to the Boys and Girls Club of Utah County

“Great Futures Start Here!” The Boys & Girls Club Program keeps kids safe, provides a valuable service for single and dual working parents, supports public education initiatives, provides volunteer opportunities for local community members and university students, and offers a **“Positive Place for Kids.”**

Mission

The mission of Boys & Girls Clubs of Utah County is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens and leaders.

Parental Involvement

The Club best meets the needs of the individual members by teaming up as parents and staff. For this reason, the organization is dedicated to regular and meaningful communication between parents and staff.

Each month parents can pick up a calendar or view it on the website www.bgcutah.org. Please refer to this calendar frequently, as it will be the most current document on the latest happenings at the Club. Please talk to staff members upon picking up your child each day. In addition, contact staff at any time throughout the program with any concerns regarding your child. If concerns are regarding staff members, please discuss them with the Directors and they will handle the situation appropriately.

Enrollment at the Boys & Girls Clubs of Utah County requires a completed registration form containing contact information. This information is necessary in case of an emergency, and also to inform you of events at the Club. If your contact information changes at any time, please let the director know as soon as possible.

Employees / Volunteers

- Staff & Volunteers must be 18 or older and 21 or older to work in teen centers.
- Staff & Volunteers must pass a background check.
- Staff are CPR and first aid certified and attend trainings year round to work with children

Club Rules and Policies

Boys & Girls Club Rules: The Big 5 (Expectations We Have for Ourselves and Others)

1. Mutual Respect
 - a. Complete appreciation of others
 - b. Collaboration is key
 - c. Contribute positively
 - d. Trust must be maintained
2. Active Attention
 - a. Tasks are paused
 - b. Attention is towards the speaker
 - c. Thoughts are on topic
 - d. Questions are saved
3. Participation
 - a. Involvement=Learning
 - b. Questions=Learning
 - c. Hard=Learning
 - d. You have the right to pass
4. Respect the Classroom
 - a. Our space is your space
 - b. Use materials correctly
 - c. Put materials away after each use
5. Respect at After School
 - a. Make After School safe place
 - b. Help keep our space clean
 - c. Respect all staff members
 - d. Help all students

Discipline Policy

1. Redirection positive discipline.
2. Member will be given a verbal warning.
3. Member will meet with staff member.
4. Member will be given a written citation; parents will be notified.
5. Member will be given a written citation along with a parent and staff/administrator meeting.
6. Member will be given a written citation along with possible suspension from the club for a period of time determined by the site director.
7. Continued behavioral problems may result in permanent dismissal.

Please note:

** Certain behavior could result in suspension depending on severity.*

** Parents may set up an appointment with the director to discuss individual needs and concerns.*

Attendance

Attendance is not mandatory. There is no set time within Club hours that a member must be dropped off; however, parents should be aware of the field trip schedule so no child is dropped off after the field trip departure. As soon as a member arrives, they will be added to the roll. Once a member is checked in, they are not allowed to leave unless someone on the authorized pickup list has checked them out. If a member is authorized for self-checkout, he or she may leave at any time, but must check out with a staff member before leaving.

Transportation

It is the responsibility of the parent or guardian to make transportation arrangements to and from the Club. Staff members are not permitted to give rides to any Club member.

Pick-Up

For the safety of your child, these mandatory policies are in place:

1. Parents/Guardians must come into the Club and show the staff member a picture ID card when child(ren) are picked up each time. Once Club staff are well-acquainted the parent/guardian will no longer require ID. Until staff inform the parent/guardian, they must continue to show ID every time child(ren) are checked.
2. Staff will only release your child(ren) to people who are on the "Authorized Pick up List" filled out during registration. Notify staff if additional people need to be added to the list. People on the child(ren) list must also show staff a picture ID when picking up child(ren).
3. Parents/Guardians must be on time when picking up child/(ren).
4. Parents/Guardians must have an emergency pick-up plan (i.e., a neighbor or friend to pick up child(ren)). It is understood that conditions are sometimes beyond one's control (inclement weather, traffic, etc.), so if these conditions arise, it is imperative that parents/guardians notify the staff as soon as possible and put their emergency plan into effect. Two staff members will remain with the child/(ren) until one hour after closing. If BGC staff have not been contacted by that time and the parents or the emergency contact cannot be reached by phone, the student may be released to the local police department. Parent/Guardians will be warned about their late pick up resulting in a write up. Second offense will be written up as the final warning. Third offense will result in the child(ren) dismissal from the program.

Field Trips

Field trips are first come, first serve. Failure to follow member rules may impact a member's ability to participate in field trips. PERMISSION SLIPS are required for all trips. Field trips are not mandatory and a child may stay back with the program if desired. Parents are encouraged to attend field trip days (if your schedule permits). The field trips are a lot of fun!

Dress Code

Member dress should be appropriate for the activities and modest in nature. Please avoid yoga pants, spaghetti straps, midriff shirts, negative messages on t-shirts, and gang attire. All sandals must have a back strap. Any youth violating the dress code may be sent home.

Money and Personal Property

The Club is not responsible for lost or stolen items. Your child should leave all money, games, cell phones, toys, etc. at home.

Telephone Calls

The Club's phone is for emergency calls ONLY under the direction of a staff member.

Medication

BGCUC does not store or administer prescription or over-the-counter medications. Certain allergy medication may be stored and administered on a case-by-case basis.

Technology

During program hours, members may have the opportunity to use computers and other technology for enrichment and educational activities. Members will be actively supervised by program Staff while using technology. Open DNS content filters and firewalls are in place to prevent viruses, malware, adware and inappropriate content. Also, Net Positive is a resource employed to ensure youth/Staff receive training on internet safety.

Members who do not follow program rules and/or Staff directions, intentionally trying to work around firewalls, download unauthorized apps or programs, etc. while using technology will lose their technology privileges and be subject to discipline procedures.

Health and Safety

A student may not attend any Club programs with any type of communicable disease, including any of the following symptoms:

- Fever over 100
- Sore throat
- Severe Cold
- Inflamed or watery eyes
- Discolored nasal discharge
- Undiagnosed rash
- Diarrhea
- Vomiting

Parents will be notified by a staff member if the member becomes ill. Arrangements must be made immediately for pick up.

Emergency Care

When the staff deems emergency medical attention is needed, they will call 911 and make every effort to contact the parent or the emergency contact. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. The parent will be responsible for all medical costs.

Head Lice

If a member is found to have nits, or lice, the member will be sent home and will not be allowed to return to the Club until the child has been treated and one week has passed since treatment.

Bathroom Accidents

If the member is prone to having bathroom accidents, a set of clean clothes should be brought to the Club to be kept in case of an accident. If the member has an accident and the Club does not have a clean change of clothes for the member, the parent will be contacted and the member must be taken home to change within one hour.

Staff members will not help the member change out of soiled clothing; either the member must change by him/herself, or a sibling may be asked to assist. If the member cannot change by him/herself, a parent will be contacted to assist in cleaning up and changing the member's clothes.

Student Grievance

In the event the member feels any of these policies have been administered incorrectly or unfairly or the member has a concern with the program or staff in any way, the member may make a formal complaint as part of the grievance policy. The member and/or parent may talk with the immediate staff member first. If the issue remains unresolved or if that staff member is unavailable, the member and/or parent may discuss the issue with the Program Manager or Site Coordinator/Director, Area Director, Regional Director, Director of Operations, and/or the Executive Director, respectively.

Holidays/Closures

Summer Break (Check with your location to determine summer programs)

School Locations - All Sites Closed according to the school schedule

Juneteenth

Independence Day (July 4)

Pioneer Day (July 24)

Labor Day

Fall Break

Thanksgiving Break

Winter Break (Christmas/New Years)

Martin Luther King Jr. Day

President's Day

Spring Break

Memorial Day

*School sites are closed anytime the school is closed.

If any other closure dates arise, they will be announced in a timely manner

Emergency and Snow Closures

- If there is a snow day and school is canceled, there will be no program at the school sites.
- If there is a snow day and school is canceled, there will be no program at the Clubhouse for those schools that use the pick up van service.
- Please check our website, Facebook, and local news stations in cases of inclement weather to verify if the site is open.
- In case of an unexpected closure, parents will be notified via email or phone.

Tax ID and Non-Profit Status

The Boys & Girls Club of Utah County is a non-profit, 501(c)(3) organization, our tax identification number is **87-0293260**.